



## Corporate and Partnership Tax Document List

Your tax professional is only as good as the information you bring them. Below is a list of needed documents to ensure your corporate or partnership tax return is accurate and worry free.

### General

- \_\_\_ Corporation or partnership information (legal business name, address, phone number)
- \_\_\_ IRS federal identification number
- \_\_\_ IRS s-corporation status acceptance letter, if applicable
- \_\_\_ Copy of last two year's tax returns, if applicable
- \_\_\_ List of shareholders personal information (name, DOB, social security number, address, percent of ownership)
- \_\_\_ Operating agreement or partnership agreement

### Financial

- \_\_\_ December bank, credit card, loan statements with reconciliation reports
- \_\_\_ Profit & Loss statement for the tax year in both cash and accrual
- \_\_\_ Balance Sheet ending December 31<sup>st</sup> of the tax year in both cash and accrual
- \_\_\_ Year end payroll reports (W-2/W-3 and 1099/1096 forms), if applicable
- \_\_\_ Employee benefits year end reports (cafeteria plan, pension, etc), if applicable
- \_\_\_ Detail on all assets purchased during the tax year (type of asset, purchase date, new or used), if applicable
- \_\_\_ Detail on owners capital accounts (list of investments and disbursements)

**We may need additional information during the preparation process**